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| service position description |
| **Please complete one service position description for EACH member you are requesting, using this template.** The service position description is used in the recruitment and matching process. Each service position description must be sent electronically in MS Word format to complete an application. |
| **HOST SITE NAME & LOCATION:** |
| **Member Position/Title:** |
| **SITE SUPERVISOR ASSIGNED TO SUPPORT MEMBER:**  ***Please include, name, title, phone number, email address and fax number.*** |
| **Site Considerations** |
| **Is the site accessible via public transportation (if yes, what line/route)?:** |
| **Does this position require a personal vehicle?** |
| **How will your organization reimburse the member for transportation costs?** |
| **Organization dress code:** |
| **Expected service schedule:** |
| **Organization Description & Mission:** |
| **Member Role:**  Describe the specific program(s), project(s), or initiative(s) that the member will serve with? What will the member’s specific role be with this program/project/initiative? How will the member’s primary activities align with the NHC’s performance measures? |

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| **Program or Project Name**  ***(include % time over term member will spend with this program)*** | **Member Activities**  **(List the key activities the member will be responsible for, for each program/project listed)** | **Member Outputs (How many classes, workshops, clients, patients etc. will the member conduct/serve under each activity)** | **NHC Performance MEASURE(S) this activity falls under *(if any)*.** |
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| **Please complete this section to describe the type of individual best suited to fulfill the service description and who will serve most effectively within your organization** | | | |
| **Please describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children).** | | | |
| **Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills).** | | | |